

DENNIS P. WILLIAMS  
MAYOR

City of Wilmington  
Delaware

LOUIS L. REDDING - CITY/COUNTY BUILDING  
800 FRENCH STREET  
WILMINGTON, DELAWARE  
19801-3537  
[WWW.WILMINGTONDE.GOV](http://WWW.WILMINGTONDE.GOV)



## ACCOUNTING MANAGER

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

**SALARY GRADE:** "M-05" – \$54,012 per year to \$86,210 per year

**MINIMUM QUALIFICATIONS:** Graduation with a Bachelor's Degree from an accredited college or university with major work in accounting, finance or related field with a minimum of 30 hours of accounting or closely related courses to include four years of experience in accounting; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. A CPA or Master's Degree in Accounting is preferred but not required. Five years of Government Accounting experience can be substituted for the CPA or Master's Degree.

**REQUIREMENT(S):** Must pass a criminal background investigation, pre-employment physical, and drug test.

**NATURE OF WORK PERFORMED:** This position manages the Finance Department's Accounting Division consisting of professional accountants and reports to the Senior Financial Officer. This employee oversees the maintenance, review, and accuracy of the financial accounts and records of the City; and assures that all financial reports are accurate and timely. This employee assists or as needed, may lead in the preparation of the Comprehensive Annual Financial Report (CAFR) for the City of Wilmington, the single audit of federal funds, and other federal and state financial reporting. The position develops and promulgates accounting procedures and documentation to implement sound financial controls, oversees many aspects of the grant management function including financial liaison for some programs, and must be able to prepare and present training materials to City employees on accounting, and other financial policies and procedures. This employee must understand and explain how database management programs function, be familiar with and have advanced capabilities using personal computer applications such as Excel, Word, Access, Outlook, and be able to manage queries and data uploads/downloads in a PC/mainframe environment. The work requires independent judgment on the application and implementation of technical accounting pronouncements and policies within a large organization using automated accounting systems.

**EXAMPLES OF WORK PERFORMED (Illustrative Only):** Supervises maintenance of City's general and subsidiary ledger systems on a computerized municipal accounting information system. Supervises staff to maintain the system of cost accounting and assure transaction accuracy for appropriate City activities and state and federal grants. Acts as or supervises grant financial liaison activities. Supervises budgetary controls, drafts and initiates accounting policies and procedures to safeguard the assets of the City and ensure the integrity of the accounting reports. Oversees the preparation of the annual financial statements and drafts the related notes. Prepares responses to internal and external audit findings. Prepares and presents materials to City employees on the financial and internal control policies and procedures. Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Extensive knowledge of generally accepted accounting principles and pronouncements of both the Government and Financial Accounting Standards Boards (GASB/FASB). Ability to apply such knowledge to a variety of transactions and prepare accounting reports, analyses, and financial statements. Thorough knowledge of personal computer and large database software applications and their integration into the production of supporting work papers; ability to perform detailed work, including written or numerical data analyses; perform arithmetical calculations rapidly and accurately; ability to effectively direct and supervise the work of professional and clerical employees. Knowledge of software programming languages and logic a plus.

### **OPEN COMPETITIVE**

**VACANCY:** DEPARTMENT OF FINANCE

**CITY RESIDENCY REQUIRED WITHIN SIX MONTHS OF EMPLOYMENT**

**APPLICANTS MUST APPLY NO LATER THAN CLOSE OF BUSINESS (5:00 P.M.): MAY 2, 2016**

**APPLY:** CITY OF WILMINGTON - DEPARTMENT OF HUMAN RESOURCES

City/County Building, 800 French Street  
Wilmington, Delaware 19801 - Telephone: (302) 576-2460  
[www.WilmingtonDE.gov](http://www.WilmingtonDE.gov)